



TOWN ADMINISTRATOR'S REPORT

February 18, 2020



ADMINISTRATION:

- The Town Administrator's (TA) Office is working on the 2019 Annual Town Report. All staff and committee submissions were due on February 14th.
- Justin Demarco, Director of Public Works, continued training for his credentials through the Massachusetts Certified Public Purchasing Officer (MCPPO) program of the state's Inspector General's Office (IGO).
- The Town Clerk's Office welcomed aboard new Assistant Town Clerk Karen Fay.
- Police Chief Mike Noble is taking personal time until February 24, 2020. Police Lt. Steve Jones will be on call in his absence.
- Maynard Police conducted Special Weapons and Tactics (SWAT) training at Mill & Main. This event serves as an example of the positive working relationship existing between the town and Lincoln Property Management Group.
- TA Greg Johnson is endorsing resident Kate Wheeler's initiative to have a working group established to assist town staff in all efforts related to sustainability in the town's operations and capital projects. This group, to be known as the "Sustainability Committee" will function as an "ad hoc" group to be appointed by the TA and meet periodically to advise and coordinate efforts related to sustainability, through execution of plans such as the Master Plan, Open Space and Recreation Plan, Green Communities Program, Capital Improvement Plan, and others.

Council on Aging:

- The Council on Aging (COA) has added a knitting class to its schedule. Jan Rosenberg (a Friends of Maynard Seniors Board member) is sharing her experience as a knitter and teacher to help seniors complete previously started projects or learn new patterns.



Fire Department:

- Administrative Assistant Nancy Brooks finished her last day here with the Maynard Fire Department on January 30. She leaves us after 30-years of hard work and dedicated service and we will miss her very much!
- We have had 95 emergency requests for services since January 21, 2020.
- We have had 24 documented fire prevention activities since January 21, 2020, including inspections.
- We have had 39 in-house training events since January 21, 2020. Training remains focused on Firefighter on Probation Training.
- We have had 73 maintenance related activities since January 21, 2020.
- We conducted re-inspections on all units on Railroad Street that have been issues of late. All units have passed and are presently up to code for smoke and carbon monoxide detectors.
- We have completed the communications upgrades for fire and police. For the first time in many years, police officers and firefighters can communicate directly with each other via radio, and our dispatchers can communicate with both simultaneously.
- We were recently presented with a \$10,000 gift from Middlesex Savings bank to use for equipment or programs. We will be replacing our current boat which is over 20-years old, and buying other crucial equipment.
- A few months ago we were awarded a grant of \$2,495 from the Department of Fire Services for firefighter protective clothing. We recently purchased new, NFPA compliant gloves with that grant.
- We are continuing to watch a roof leak that appeared a few months ago. It appears to have stopped for the moment.

Library:

- Building Maintenance: The lawn was cleaned up in early January.
- Meeting Room Use: 69 meetings were held in January. 51 meetings were held in January, 2019.
- Reference Report: Reference Transactions: 290.
- One-on-One Tech Help Sessions: 4.
- Kanopy Plays: 81.
- Programs: U.S. Census Job Application Session: 18 attendees.
- Reference News: The Friends have renewed Kanopy Streaming for \$1,000 to cover part of the year as our first year has finished with this e-resource. Usage remains steady with 70-120 views per month on average. The Reference Desk display case has been updated with a new set of items the Maynard Historical Society was given from Gordon College's Ken Olsen collection. It highlights many of Olsen's achievements in the early days of Digital Equipment Corp. AARP Tax Assistance appointments have begun and will be running most Wednesdays and Saturdays through April.
- Young Adult Librarian's Report: January was a busy month! There were 3 sessions of Baby Storytime, the first ever Tuesday Crafter noon, which drew 18 people. The first of 3 Scratch Coding Workshops were held, for a total of 5 programs and 101 attendees. 3 Teens enjoyed a Waffle Night, and there were 16 reference

questions on the 3rd floor. the 4th Annual Maynard Comic Con was held on January 25, and consisted of 8 scheduled programs, 4 scavenger hunts, 7 Poster board Polls, and 2 passive crafts. The best attended of the scheduled programs was Cookie Decorating, with 32 people. In total, at least 150 people attended the scheduled programs combined, 60 scavenger hunts were completed and returned, 171 votes were cast in the Poster board Polls, and 21 people came in costume. We estimate that 300-350 people attended throughout the day.

- Children's Librarian's Report: A supreme Storytime session took place this month as we held our first-ever MARA-sponsored Martin Luther King night (17 kids, 14 adults). Led by Wendy Valentine, everybody dipped their palms in paint and combined to make two group collages. It was the ultimate sign of unity, as each kid had a "hand" in the success of the project. I also read a book featuring the great words and quotes of Martin Luther King and we concluded by celebrating with the perfect snack.....black and white cookies. We had some top-flight Toy Times this month as well, drawing 60 participants. Two notable newspaper clubs were also convened in January with 22 attendants. The LEGO club met twice and had 16 participants. The Young Artist Club also met and had 5 attendants.
- Circulation: The library circulated 10,280 items in January, as opposed to 9,064 items in January, 2019. The increase was in part due to the automatic renewal feature implemented by the Minuteman network. 656 items went out through the self-check module. 5,976 items were discharged. 43 new cards were registered. The wireless was accessed 683 times. There were 791 computer log-ins. Newsbank was accessed 63 times and Ancestry.Com 511 times. 268 items were added to the collection and 1,127 withdrawn, bringing the collection size to 79,008.
- No. of people in the library: 7,238 people came into the library during January.

Office of Municipal Services:

- The Conservation Commission has approved of the amendments to the Stormwater Management Bylaw, and is sending a proposed Town Meeting Warrant article to the Board of Selectmen to implement the changes.
- On February 12, the Town, in partnership with Davey Tree, hosted a public meeting regarding the current Tree Survey and future management plan. Almost 20 people attended and voiced their interest in volunteering in the future to assist the new Town Administrator's Tree Committee and the Town with planting, tree maintenance, and public education.
- A resident is working with the Conservation Commission to re-establish a small trail off Blue Jay Way for his Eagle Scout Project.
- The Conservation Commission will be approaching the Board of Selectmen regarding a proposed land swap to the Conservation Commission. The Town has an outstanding Article 97 Land Swap to be finalized from the Solar Field.
- The Conservation Commission is happy to report that its recent enforcement activities have led to major improvements, and it looks forward to final clean up.
- MassDOT held a hearing on February 13 to discuss the 2.75 million dollar bridge replacement project. The bridge was built in 1915. The project is in the 25% design phase. Construction is estimated to begin in summer 2021 and the anticipated completion of the project is late 2022. Several abutters attended the hearing and had the opportunity to ask questions regarding the design and community impact.
- The Office of Municipal Services welcomed Joanna Bilotta, the new OMS Department Assistant, on February 12.

- OMS staff recently learned that the Department of Agriculture was given emergency funds for some of the EEE (mosquito-borne disease) work done in 2019. East Middlesex mosquito control received funding to cover Maynard's additional backpack spraying that occurred in the fall of 2019.
- The Economic Development Committee met with Jim Vazza, the Leasing Manager for Capitol Group on February 13. 110 Grill is hoping to open in May or June of 2020, and Market Basket is on schedule to open around October 2020. All buildings except R1 and R3 will be built in the next six months. The leasing approach is to consider a mix of uses from retail to office and medical use with a limited amount of restaurants.
- OMS partnered with DPW, led by Foreman Joe Foster, with his Highway team, and Rick Cosetta, the town's go-to electrician, for the installation of the three new lights at the Veterans Memorial Park and ramp to keep our pedestrians safe.



